

CONFIDENTIAL

Forms Management Branch
Weekly Report
21 October 1959

1. Contributionsa. Tangible

- (1) Completed 22 actions requiring the printing of 237,350 copies of forms.
- (2) Two new and 5 revised forms were approved.
- (3) Four forms were made obsolete.

b. Intangible

- (1) Formed a panel for the forthcoming ARO meeting to discuss "What does the ARO need to do ~~for~~ a better records management job?"

25X1

25X1

2. Assignmentsa. Active

- (1) Forms Analysis Projects

	<u>Analyst</u>	<u>New</u>	<u>Revised</u>	<u>Total</u>
25X1		0	3	3
		0	0	0
		4	1	5
		1	1	2
		8	2	10
	Totals	13	7	20

- (2) Employee Suggestions

25X1

Kearney

1

25X1

- (3) Teletype Dissemination Information Reports and Systems

- (4) Revision of Dispatch Forms

25X1

- (5) Improved Management of Stocked Forms

25X1

- (6) Uniform Information Report

25X1

- (7) Revision of Courier Receipt and Log Record

25X1

CONFIDENTIAL

CONFIDENTIAL

(8) Expediting Printing of Information Reports [] 25X1

(9) Improvement of Quality of Information Reports Production.

(10) Revision of Security Officer Check List - Security Check Sheet Holder []

25X1

25X1

Discussion with [] Physical Security Division, OS concerning pending revision of form and memorandum of transmittal resulted in his agreement of our recommendations. Since a policy matter is concerned, concurrence of other persons is required.

(11) "Forms Management Orientation Seminar" [] 25X1

Statistical data on Agency forms and their costs are being compiled.

(12) Revision of Form 30 "Request for Approval of Form " [] 25X1

(13) Pseudo-Crypto Request Form [] 25X1

(14) Joint CS-JCS War Plan Form []

(15) TS Signature Record and Cover Sheet, Form 26 [] 25X1

It's pre-classification as TOP SECRET discussed with OS. Decision is pending coordination as to whether form will be revised or overprinted with a clarifying statement as to classification. Existing stock is 26,000 copies.

3. News

(1) Artel Ricks, GSA has asked [] to serve in an IRAC Working Group which will concern itself with improving Forms Management Government wide. Similar groups are being formed in the correspondence and directives fields. 25X1

(2) Eighty-four percent of our quota for the United Givers Fund has been received from 73% of the Management Staff.

(3) A total of \$107.75 for Public Service Aid Society has been received to date. Our quota was \$100.00.

(4) Arrangements were made for SAS to have 12,000 IBM cards printed with a message from Mr. Allen Dulles. These are to be collated with salary checks. []

25X1

25X1

CONFIDENTIAL

CONFIDENTIAL

Weekly Report for Week Ending 28 October 1959

from

RECORDS DISPOSITION BRANCH

1. Contributions

25X1

- (1) [] assisted in retiring to the Center three cubic feet of inactive records from the office of the Chief, Management Staff.

- (2) Refresher Training Workshop in Filing []
See Special Projects 2 d (4).

25X1

2. Assignments

25X1

a. Shelf Filing []

- (1) OP/Records and Services/Test Installation

- (2) OO/Contact Division []

25X1

- (3) Office of Security/Building 13

No change since previous report.

- (4) OTR/Assessment and Evaluation Staff

Shelving received this week, but installation will be delayed due to loss of space resulting from reorganization. An additional survey will be made in an effort to use all shelving ordered as originally planned.

- (5) OTR/Operations School/Headquarters Training

25X1

- []
(7) Office of Communications/TIT Staff

- (8) ORR/Map Library

No change since previous report.

b. Filing Systems

25X1

- (1) Watch Office []

25X1

CONFIDENTIAL

c. Records Control Schedules

(1) Executive Registry [REDACTED] 25X1

25X1 (2) FI Staff [REDACTED]

25X1 (3) OCI [REDACTED]

25X1 [REDACTED]

(5) ORR [REDACTED]

Met with [REDACTED] ORR
to discuss changes necessary to ORR Schedule at this time.
Due to reorganizations of various branches many revisions
are necessary. The ARO WILL ENDEAVOR TO accomplish these
changes with a minimum assistance from us.

25X1

d. Special Projects

25X1

(1) SSA/DD/S [REDACTED]

(2) DD/P Support Records [REDACTED] 25X1

(3) Predecessor Agency Records [REDACTED] 25X1

(4) Refresher Training Workshops in Filing [REDACTED] 25X1

Workshop presented to 40 DD/S employees concerned with
filing. The group was addressed by the Chief, Clerical Training,
OTR, and the Chief, Records Management, Mgt/S. File training
was given by an OTR Instructor and File Installation instructions
were given by RDB Analysts. Sample forms, guide books and
official Filing Handbooks were given to students for Office use.
Review of Critique by students indicates a successful course,
enthusiastically received.

(5) Revision of NOtices on Filing Equipment and Supplies [REDACTED] 25X1

Draft revised to include Logistics suggestions and is being
circulated for comments by equipment experts in our Branch.

(6) Bulletin on Records Center and Revised Form No. 140 [REDACTED] 25X1

(7) Records Center Article for Support Bulletin [REDACTED] 25X1

No change.

CONFIDENTIAL

(8) Follow-Up on Unused Safes []

25X1

25X1

Follow-up letters on unused safes in DD/P offices were sent [] for action. This completes follow-up. Several replies have been received on action taken with safes in DD/I and DD/S offices. Final report on results will be prepared.

(9) Logistics/Real Estate and Construction Division []

25X1

Survey continues.

(10) Report on TDY, []

25X1

25X1

(12) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.

(13) Records of President's Advisory Committee on Political Refugees []

25X1

(14) DDP/Support Division []

25X1

25X1

(15) Records Officers Conference []

25X1

12 persons from DDI offices, 10 from DDS offices and, so far, 3 from DDP area have indicated their intent to attend the Conference beginning November 3rd. Transportation and quarters are being arranged for these people.

(16) EAM machine work at Repository []

25X1

A special survey requested [] has been completed.

25X1

25X1

e. Vital Materials []f. Microfilming

(1) OCR/IR continues.

(2) OCR/GR continues.

g. Training

25X1

[] ORR received additional training in records disposition.

3. News

None

25X1

CONFIDENTIAL

Weekly Report for Week Ending 26 October 1959
FROM
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Six offices transferred 244 cubic feet of inactive records to the Center.
- (2) Reference service items, totaling 1,643, were furnished to various offices and agencies.

b. Intangible

- (1) During the week 67 assembled containers were furnished to Records Center customers. To date 6,404 assembled containers have been furnished.
- (2) The processing of the tenth shipment of maps from Washington Auditorium has been completed. This shipment consisted of 285 maps, totaling 44,830 copies and utilized 78 cubic feet of shelving space. To date 2,307 maps, totaling 686,076 copies and utilizing 976 cubic feet of shelving space have been received. In addition to these, 513 cubic feet have been received from PSD/OL for a total of 1,489 cubic feet.
- (3) The repairs to the incinerator have been completed. Six cubic feet of records were burned to test the repairs, leaving an accumulation of 982 cubic feet in the disposal area.

2. Assignments

a. Active

None

b. Inactive

- (1) Consolidation of three sets of information reports into one record set.
- (2) Physical consolidation of VM and Records Center.
- (3) Physical inventory of record holdings.

3. News

- (1) Furnished Joe Russell of NSC with the necessary instructions and material to retire 8 jobs totaling 25 cubic feet of records to the Center.